



Manager's Report

For Council Meeting 4/23/02

FINANCE

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
Ajlune Inc	707 Country Club Dr SW	IT Consulting
CD Cellar Inc	302-A Industrial Ct SE	Retail – CDs
Cypher Chiropractic Center PC	21-E Ft Evans Rd NE	Chiropractic
Easy Spirit Outlet #6999	241 Ft Evans Rd NE	Retail - Shoes
Emmy's Own	522 Deermeadow Pl SW	Crafts
French Family Enterprises LLC	310 Locust Knoll Dr NW	Business Service
McCormick Paint Works Co	1031 Ed Ferry Rd NE	Paint Outlet Store
Not too Shabby	209 E Market St	Retail - Antiques
Personalized Technology Solutions	207 Ashton Dr SW	Computer Consulting
Security Strategies & Investigations	302 Ed Ferry Rd NE	Security Consulting
Window Gang – Potomac	608 Cranwell Pl SW	Window Washing

HUMAN RESOURCES

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
Michael Lowe	Senior Engineer - Capital Projects	Engineering & Public Works

<u>Resignations</u>	<u>Position</u>	<u>Department</u>
Alison Wilbricht	Management/Budget Analyst	Finance

PLANNING AND ZONING

Current Planning Division Activity

There was no information provided by the Current Planning staff.

Comprehensive Planning

Special Exceptions

SE 2001-09: Lot 11, Cardinal Industrial Park – For a vehicle display/parking lot. On March 21st, the Planning Commission voted to recommend approval as recommended by staff. The Town Council public hearing is scheduled for April 23rd.

SE 2001-10: Lot 4, Cardinal Industrial Park – For an auto body/vehicle service shop at intersection of Cardinal Park Drive and Trailview Blvd. Public hearing before the Planning Commission held March 7, 2002. Staff is researching issues raised at the public hearing and will present results at the May 2nd Planning Commission meeting.

SE 2001-07: Tires Plus – Leesburg Park Shopping Center, for a vehicle service facility, south of Edwards Ferry Road, across from Sheetz. The public hearing before the Planning Commission has been tentatively rescheduled for May 2nd.

SE 2001-08: Leesburg Station Auto Wash, on Catocin Square next to the Leesburg Volunteer Rescue Squad and WO&D Trail. Town Council voted to approve with conditions at the April 9th Town Council meeting.

Rezoning

Stratford Concept Plan and Proffer Amendment: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. A Planning Commission preview has been tentatively scheduled for April 18th and the public hearing for May 2nd.

Hawkins: The applicant has resubmitted information for this case. The Planning Commission preview is scheduled for May 16th and the public hearing is scheduled for June 6th.

Stratford Proffer Amendment: Request to increase the height of the apartment buildings from 45 feet in height to 52 feet in height. On March 21st, the Planning Commission voted to recommend denial of this application. The public hearing before the Town Council is scheduled for April 23rd.

ZONING PERMITS ISSUED 02-357 –02-466

ZONING PERMITS RESIDENTIAL

Kincaid Forest 5 SFD @ \$105,000
Potomac Station 9 SFD @ \$100,000
Potomac Crossing 4 SFD @ \$105,000
Beauregard Heights 1 SFD @ \$125,000
Tavistock Farms 6 SFA @ \$100,000

ZONING PERMITS COMMERCIAL

3 King Street Interior Fit in @ \$5,000
803 Sycolin Rd. SE Tenant fit-in Leesburg Airpark @ \$46,000
209-211 Gibson Street NW Remodel office Building-out \$25,000

OCCUPANCY PERMITS

Potomac Crossing 1 SFD
Edwards Landing 2 SFD, 1 SFA
Kincaid Forest 1 SFD, 1 SFA
Drymill 2 SFA
Tavistock Farms 1 SFA

OCCUPANCY PERMITS COMMERCIAL

None Issued

Water & Sewer Administration

During this time frame 60 Public Facility Permits were sold totaling \$543,631.00 and 86 work orders for meter sets were processed.

Capital Projects Update

- Cardinal Park Sewer – Contractor has finished work on Dry Mill Road, Queen and Washington Street and has begun work on Tuscarora Drive. The Cardinal Park Drive portion is proceeding very slowly due to rock that has been encountered.
- Evergreen Mill Forcemain revised plans are under review.
- The tank study project is progressing well and a report on the number and size of has been received and is under review
- Staff is preparing for the upcoming Flower and Garden Show on April 20th & 21st. The Utility Department staff will host a booth at the event and will provide handouts on water conservation and related topics.

TOWN OF LEESBURG

Full-time positions being recruited as of April 19, 2002

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Reject
Econ Dev	1	Econ Dev Director	5/7/01	√	√	√			
	1	Admin Secretary	3/9/01	√	√	On hold			
Finance	1	Mgmt/Budget Analyst	4/5/02	√	√				
Eng & PW	1	Sr Engineer – Plan Review	11/30/01	√	√	√	√	√	
	1	Sr Engineer – Plan Review	12/14/01	√	√	√	√	√	
	1	Construction Inspector	4/1/02	√	√	√	√		
	1	Maintenance Worker I	4/4/02	√	√				
HR	1	Admin Assoc II	2/13/02	√	√	√	√		
P&Z	1	Director of P&Z	8/4/01	√	√	√	√	√	
Police	1	Communications Tech I	8/1/01	√	√	√	√	√	√
Wastewater	1	Maintenance Worker II	4/2/02	√	√	√	√		
TOTAL	11								

R.S. Noe